

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

l a 193] i kV/ Cys j] 'kØokj] 9 t ykA] 2010  
No. 193, Port Blair, Friday, July 9, 2010

ANDAMAN AND NICOBAR ADMINISTRATION  
DIRECTORATE OF SOCIAL WELFARE

**NOTIFICATION**

Port Blair, dated the 9<sup>th</sup> July, 2010

No. 178/2010/F.No. 2-162/Estt/2009/SW.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Govt. of India, Ministry of Home Affairs, New Delhi, Notification No. U-14039/2/83-ANL dated the 21<sup>st</sup> February, 1985, and in supersession of Notification No. 48-341/93-SW dated 3<sup>rd</sup> January, 1994, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of **Superintendent (Orphan Home)**, for girls/sales girls in the Directorate of Social Welfare, Andaman and Nicobar Administration, namely :—

**1. SHORT TITLE AND COMMENCEMENT:-**

- (i) These Rules may be called the Andaman and Nicobar Administration, (Superintendent (Orphan Home) in the Directorate of Social Welfare) Recruitment Rules, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-**

The number of posts, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto, shall be as specified in Sl. No. 2 to 4 of the Schedule annexed hereto.

**3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-**

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in Sl. No. 5 to 15 of the said Schedule.

**4. DISQUALIFICATION:-**

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
  - (b) Who, having a spouse livings has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**5. POWER TO RELAX:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reason to be recorded in writing, relax any of the provisions of those rules with respect to any class or category of person.

**6. SAVING:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General (Retd.) Bhopinder Singh**  
**LIEUTENANT GOVERNOR,**  
 Andaman and Nicobar Islands.

By Order and in the name of the Lieutenant Governor,

Sd/-  
**(R.K. Majhi)**  
**Superintendent (JH)**

**SCHEDULE**

**RECRUITMENT RULES FOR THE POST OF SUPERINTENDENT (ORPHAN HOME)**  
**OF THE DIRECTORATE OF SOCIAL WELFARE OF A & N ADMINISTRATION**

1.	Name of the post	<b>Superintendent (Orphan Home) for Girls</b>
2.	No. of post	1 (One)* 2010 *Subject to variation depending on workload
3.	Classification	General Central Services Group 'B' Non-Gazetted Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-2 Rs. 9300 - 34800 + Grade Pay Rs. 4200/-
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. servants upto 5 years in accordance with the instructions and orders issued by the Central Govt.) <b>Note :</b> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (other than those in Andaman & Nicobar Islands and Lakshadweep)
8.	Educational and other qualifications required for direct recruits	<b>Essential :</b> Master Degree in Social Work or Sociology or Psychology or Home Science of a recognized University <b>Note 1 :</b> Only female candidates are eligible <b>Note 2 :</b> Qualifications are relaxable at the discretion of the Competent Authority in case of candidate otherwise well qualified

		<p><b>Note 3 :</b> The qualification(s) regarding experience is/ are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Tribes if, at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies, reserved for them</p> <p><b>Desirable :</b></p> <p>I) Minimum 2 (two) years experience in Social Welfare and specially in the Management of Children's Home in the Govt./Semi Govt. Organization or in an Institute recognized by the Govt.</p> <p>II) Working knowledge in Hindi</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age: No</p> <p>Educational Qualification: To the extent indicated under Sl. No. 12</p>
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation, failing both by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	<p><b>Promotion:</b></p> <p>Mukhya Sevika of the Directorate of Social Welfare in the scale of pay in PB- 1 Rs. 5200-20200 with Grade Pay Rs. 2800 with 6 years regular service in the grade and having the qualification of a Degree in Social Work/Sociology/Psychology or in Home Science from a recognized University</p> <p><b>Note 1:</b> Where Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying/eligibility service</p> <p><b>Note 2:</b> For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1/1/2006 the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the commission</p>

		<p><b><u>Deputation:</u></b></p> <p>Officers under the Central/State Govts./Union Territories:</p> <p>a) i) Holding analogous posts on regular basis in the parent cadre/department</p> <p style="text-align: center;"><b>or</b></p> <p>ii) With 6 (six) years service in the grade of Extension Officer/Social Worker rendered after appointment thereto on a regular basis in the scale of pay of Rs. PB-1 Rs. 5200-20200+ Grade Pay Rs. 2800 or equivalent in the parent cadre/ department</p> <p style="text-align: center;"><b>AND</b></p> <p>b) Possessing the educational qualification as prescribed for promote</p> <p><b><u>Note :</u></b> For the purpose of appointment on deputation, the service rendered on a regular basis by an officer prior to 1/1/2006 the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendation of the commissioner except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation</p> <p>(Period of deputation including the period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinary not to exceed 3 years)</p> <p>The department officers in the feeder category who are in the direct line of promotion will not be eligible for considerations for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion</p> <p>The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications</p>
13.	If a DPC exists, what is its composition ?	<p><b><u>Group 'B' DPC (for Promotion/deputation /selection &amp; confirmation )</u></b></p> <p>i) Secretary (SW) A &amp; N Admn. - Chairman</p> <p>ii) Secretary (Perl.) A&amp;N Admn. - Member</p> <p>iii) Director (SW), A&amp;N Admn. - Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to Schedule

**Annexure**

**DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT  
(ORPHAN HOME)**

1. Implementation of scheme for abundant neglected Orphan helpless girls.
2. Maintenance of Home for Orphan Girls.
3. Providing homely atmosphere of love, affection, care and welfare of inmates of home.
4. Planning implementing, coordinating all Institutions services, programme and operations.
5. Maintaining minimum standards in the Home.
6. Supervision over inmates of home discipline and morale.
7. Allocation duties to home staff.
8. Attending to staff welfare and staff discipline monthly office inspection.
9. Daily inspection and round of home.
10. Inspecting and testing food prepared for inmates.
11. Proper maintenance of statistic sending periodical reports to competent authority.
12. Preparation of budget and control our financial matters.
13. Supervision of own Office Administration.
14. Attending to any other works which are assigned to him/her by Director (SW) Port Blair.
15. Providing of special emphasis for the implementation of the scheme i.e. SAARC Decade.
16. In addition to above the Superintendent (Orphan Home) shall perform all such duties, functions and responsibilities assigned by Director Social Welfare from time to time.